



## **JOB DESCRIPTION**

Position Title: **Chief Inspector**

Working Area: **Building Inspection**

Class Code: 3306

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Supervisory work in the enforcement of applicable building codes in the unincorporated areas of Seminole County through the enforcement of applicable building codes.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, organizes, supervises, and provides technical assistance to other inspectors to include the establishment of standard operating procedures. Assigns areas to be inspected and recommends changes or reassignments of field inspections to insure the efficiency and effectiveness of the inspection operation.

Reads and interprets construction plans or drawings as may be necessary to accomplish work programs. Investigates complaints and interprets code questions. Reviews reports received from subordinate inspectors. Develops forms, as needed, to expedite the field inspection function.

Initiates and effectively recommends to the Building Official, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Provides training and instruction to assigned personnel.

Coordinates inspections with specialists, i.e., Fire, Building, and/or Plumbing and Mechanical Inspectors. Assures the uniform application of all building inspection processes. Advises the Deputy Building Official and/or Building Official of any field conditions which are potentially hazardous and/or controversial. Makes recommendations to resolve any conflicts between inspectors and the public regarding code violations.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Through knowledge, training, and experience in the methods utilized in building construction, inspection, and in the examination of plans and drawings. Knowledge of the State of Florida Minimum Building Codes. Considerable knowledge of local laws, County Codes, and/or State Statutes governing building construction.

Ability to work effectively with the general public, building trades, and other County departments. Ability to read and interpret blueprints or other construction plans and drawings. Ability to communicate effectively both orally and in writing.

Must possess good customer service skills.

High School Diploma or GED and 10 years experience as a building inspector, building contractor, engineer, architect, or as a construction superintendent; five (5) years of which must have been in a responsible supervisory position.

Must possess and maintain inspectors license as defined by Florida Statute 468.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.